



Railway Recruitment Board, Madras.86

EMPLOYMENT NOTICE No. 1/88-89

(Date of Publication: 08-5-1988 Closing Date: 10-06-1988)
(EXCLUSIVELY FOR EX-SERVICEMEN)

Applications are invited from EX-SERVICEMEN and serving personnel in Defence Services with a residual service of not more than ONE YEAR, i.e. service personnel who are to be discharged ON OR BEFORE 31.05.1989, to fill up the posts in the following Technical/Non-Technical categories in the Madras, Tiruchirappalli, Madurai, Trivandrum, Palghat, Bangalore and Mysore Divisions and Headquarters of Southern Railway and Integral Coach Factory, Madras. The vacancies indicated are exclusively earmarked for Ex-Servicemen and hence applications from other candidates will not be considered.

Cate- gory No.	Name of the Post, Scale of Pay and Age as on 01.06.1988.	No. of Ex-S vacan- cies.	Train- ing Period in Months	Sti- pend Rs.	Mini- mum Qualifica- tion and experience
1	2	3	4	5	6
1. (ONE APPLICATION ONLY IN THE ORDER OF PREFERENCE)					
(a)	CLERK GRADE-I (ACCOUNTS AND NON-ACCOUNTS) Scale of Pay: Rs.1200-2040 Age : 18 to 25 Yrs.	1 *	A University Degree
(b)	GOODS GUARD Scale of Pay: Rs.1200-2040 Age : 18 to 25 Yrs.	1	3 Months	1200/-	do
(c)	ENQUIRY-CUM-RESERVATION CLERK Scale of Pay: Rs.1200-2040 Age : 18 to 25 Yrs.	10	4 Months	1200/-	A University Degree and must have good handwriting.
1.	2.	3.	4.	5.	6.
2.	JUNIOR STENOGRAPHER (ENGLISH) Scale of Pay: Rs.1200-2040 Age : 18 to 30 Yrs.	1	Matriculation or its equivalent. Must have a speed of 80 W.P.M. and 40 W.P.M. in English Shorthand and English Typing respectively. Necessary certificate of proof to be enclosed.
3.	TYPIST (ENGLISH) Scale of Pay: Rs.950-1500 Age : 18 to 28 Yrs.	3	Matriculation or its equivalent. Must have a speed of 40 W.P.M. in Typewriting (English). Necessary certificate of proof to be enclosed.
4.	APP. PERMANENT WAY MISTRIES (CIVIL) Scale of Pay: Rs.1350-2040 Age : 18 to 25 Yrs.	2	1	Rs. Year 1350/-	Passed XII Standard with Mathematics and Science OR X Std. with Diploma in Civil/Mechanical/Electrical Engineering.

* Integral Coach Factory

NOTES

1.1. The monthly emoluments on initial appointment will be on the minimum of the scale of pay plus Dearness Allowance as admissible from time to time. In addition, the employee will get H.R.A. and CCA depending on the place of posting.

1.2. The number of vacancies given above is provisional and is liable to vary.

2.1. The age will be reckoned as on 01.06.1988. The upper age limit is relaxable for Ex-Servicemen upto the extent of service rendered in the Military plus 3 years provided they have a minimum of 6 months Military Service after attestation for all categories but restricted to 40 years of age in the case of Apprentice Categories viz. App. Permanent Way Mistry - Category No.4, subject to the following conditions :-

- The term Ex-Servicemen means a person, who has served in any rank (whether as a combatant or as a non-combatant) in the regular Army, Navy or Air Force of the India Union but does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military Forces; and
- who has retired from such service after earning his/her pension; or
- who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- who has been released from such service, otherwise than on his own request, from such service as a result of reduction in such establishment; or
- who has been released from such service after completing the specific period of engagement otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity and includes personnel of the Territorial Army of the following categories, viz.

- Pension holders for continuous embodied service;
- persons with disabilities attributable to military service; and
- gallantry award winners.

EXPLANATION : The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of "Ex-Servicemen", may be permitted to apply for re-employment ONE YEAR before the completion of the specified terms of engagement and avail themselves of all concessions available to Ex-Servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

2.2.1. Ex-Servicemen who have already joined the Govt. Service on Civil Side after availing of the benefits given to them as Ex-Servicemen for their reemployment, CANNOT CLAIM EX-SERVICEMEN STATUS for the purpose of this recruitment. SUCH A PERSON WILL BE TREATED AS A Civil employee and will accordingly be entitled to only such of the benefits like relaxations of age, etc. as admissible to civil employees.

2.2.2. Matriculate Ex-Servicemen with 15 years of active service in Armed Forces will be considered eligible to apply for the posts for which minimum qualification is a UNIVERSITY DEGREE.

2.2.3. Sons/Daughters/Wards of Ex-Servicemen are NOT eligible to apply for the posts reserved for Ex-Servicemen.

3. The candidates should have the requisite academic/technical qualifications from a recognised university/institution AT THE TIME of application. THOSE WHO ARE AWAITING RESULTS OF THEIR FINAL EXAMINATION NEED NOT APPLY.

4. All male candidates appointed are liable for active Territorial Army Service in Railway Engineering Units for such periods as laid down from time to time.

5. SELECTION PROCEDURE :

5.1. WRITTEN EXAMINATION : All candidates who satisfy the conditions laid down and considered eligible will be called for a written examination. Merely satisfying the educational qualification and the age prescribed itself will not constitute a right to be called for the written examination unless the candidates fulfil other conditions/requirements given in the Employment Notice.

5.1.1. The written examination will consist of objective type paper with Four Parts, viz. English, Arithmetic, General Knowledge and General Intelligence, each with 40 questions carrying one mark each. For each question, alternative answers are suggested. The candidates are required to select the correct answer and indicate it in the answer book in the column provided in it, without any correction or alteration. The maximum marks for the written examination will be 160. As regards General Knowledge and General Intelligence portions, the candidates will be expected to possess a broad knowledge of current events and matters of general interest.

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5.2. It is proposed to conduct the written examinations at Madras, Tiruchirappalli, Madurai, Trivandrum, Palghat and Bangalore. The examination centres given above are provisional and the centres will be decided depending upon the number of candidates at each centre. The candidates may indicate their preference of the centre of examination nearest to their place of residence, in the application form. As far as possible, the candidates will be allotted the centre of their choice. Under no circumstances, the request for change of examination centre will be entertained.

5.3. Candidates who qualify in the written examination would be called for interview. The written examination will be dispensed with where the number of candidates is less. Only the selected candidates will be intimated about their selection by this Recruitment Board. The maximum marks for interview would normally be 25 per cent of the maximum marks for the written examination.

5.3.1. For the Category of Junior Stenographers (Category No.2), the candidates will have to qualify in the English Stenography Test.

5.3.2. For the Category of Typist (English) (Category No.3), candidates will have to qualify in the Speed Test in Typing (English) at 40 W.P.M.

5.4. Selected candidates who qualify in the written examinations and are called for the interviews will be given the option to answer the questions either in English or in Hindi.

6. Free Second Class Railway Passes is and where admissible will be issued to the candidates who belong to Scheduled Caste/Scheduled Tribe communities when they are called for written examination or for interview. All other candidates called for are to appear at their own cost. Ex-Servicemen belonging to Scheduled Caste/Scheduled Tribe should enclose necessary Community Certificates based on which Free Second Class Railway Passes will be issued.

7. APPLICATION FORM : Application Form should be in conformity with the format given in the Employment Notice on a good quality white plain foolscap size paper. Candidates purchasing printed application forms from the market should ensure that the application form conforms to the format prescribed in the Employment Notice. The applications should be filled up in the candidate's own handwriting on only one side of the paper dated and signed. The call letter for the written examination also should be made out as per the format in the Employment Notice, in a separate sheet of paper, duly filled in and sent along with the Application Form. THE APPLICATION FORMS - AS PER THE PRESCRIBED FORMAT SHOULD BE FILLED UP IN ENGLISH OR HINDI ONLY.

7.1. The applications should be submitted direct to this office and not through the Rajya/Zilla Sainik Board.

8. EXAMINATION FEE : Ex-Servicemen candidates are exempted from payment of examination fees.

9. ENCLOSURES : The following enclosures should be firmly stitched TOGETHER the application form. If any of these are sent separately or subse- sent to the receipt of application, the application will be REJECTED. All applications and the enclosures are to be either in HINDI or in ENGLISH ONLY. Application or the enclosures found in other languages will be REJECTED.

(a) Call letters for written examination in the format prescribed duly filled in with the photo affixed and signed across by the candidates.

(b) THREE IDENTICAL COPIES of latest Passport Size Photographs in UNIFORM, one pasted on the application in the space provided, one pasted on the Call Letter and the third copy firmly stitched to the Application Form. The Photographs should bear the signature of the candidate. XEROX copies of photographs should NOT BE USED.

(c) Attested or photostat (Xerox) copies of Matriculation or equivalent certificates in proof of age and certificates of higher qualifications (academic/technical) and certificates of experience, if any.

(d) Caste Certificates from competent authorities in the case of Scheduled Caste/Scheduled Tribe candidates should necessarily contain RELIGION and SUB-CASTE.

(e) All Ex-Servicemen should enclose a copy of the Discharge/Anticipatory Discharge Certificate or any proof of having served in Army/Navy/Air Force. The discharge certificate should bear the date of attestation also.

(f) Two self-addressed envelopes of size 27.5 CMs X 12.5 CMs, one with Rs.1.00 Postage Stamp affixed and another unstamped.

(g) Wherever previous experience is essential, documentary proof should be enclosed indicating the period of service, etc.

NOTE : CERTIFICATES IN ORIGINAL SHOULD NOT BE SENT ALONGWITH THE APPLICATION FORM. THEY SHOULD BE PRODUCED AT THE TIME OF INTERVIEW ONLY.

10. WHOM TO ADDRESS :

(a) The application completed in all respects alongwith its enclosures should be sent in a cover addressed to THE ASSISTANT SECRETARY, RAILWAY RECRUITMENT BOARD, POES GARDEN, CATHEDRAL ROAD, MADRAS - 600 086, by ORDINARY POST so as to reach him on or before the closing date of DEPOSITED in the "APPLICATION BOX" kept in the office premises of the Railway Recruitment Board, on or before the closing date.

(b) The Employment Notice No., Category No. and name of the post applied for, should be superscribed on the cover containing the Application Form.

11. CLOSING DATE : The closing date for the receipt of the applications in the Office of the Railway Recruitment Board, Madras, is 10.06.1988 (25.06.1988 for candidates living abroad and residents of Andaman, Nicobar and Lakshadweep Islands). Applications received after the closing date, will NOT BE CONSIDERED, UNDER ANY CIRCUMSTANCES.

12. INSTRUCTIONS TO CANDIDATES WHO APPLY FOR MORE THAN ONE CATEGORY:

12.1. A separate application with other enclosures should be submitted for each category.

12.2. Under Category No.1, there are more than one post. Only one application need be submitted for these categories, clearly indicating the order of preference for the posts. The order of preference should be shown under Column 1(b) of the Application Form.

13. INVALID APPLICATIONS :

The applications which suffer from the following deficiencies and irregularities will be summarily rejected:

- Incomplete or illegible or made on advertisement cuttings appearing in Newspapers;
- Unsigned and undated;
- Without the required number of Photographs/Photographs without the candidate's signature;
- Without proper enclosures/enclosures other than in Hindi/English language;
- Unattested or self-attested copies of certificates;
- Without two self-addressed envelopes including one stamped with Rs.1.00 postage stamp and one unstamped;
- Applications not in conformity with the proforma and the size prescribed.

14. The candidates are advised to verify the particulars given in the application as well as the enclosures thereto, with the checklist given below before submitting their applications in order to ensure that the application is complete in all respects :-

CHECK LIST :

- Application duly completed and signed by the candidate;
- THREE PHOTOGRAPHS IN UNIFORM, one pasted on the application, one pasted on the call letter and one stitched to the application duly signed;
- Applicant is within the age limit prescribed and attested documentary proof for date of birth attached;
- Attested Caste Certificate in the case of Ex-Servicemen belonging to SC/ST community is attached;
- Attested Service and Discharge/Anticipatory Discharge Certificate is attached;
- Possess the required minimum academic/technical qualifications and attested documentary proof of educational qualifications attached;
- Two self-addressed covers (one stamped) attached.

15. Any change in the address may be communicated to this office promptly. The RRB will endeavour to take note of the change of address but cannot accept responsibilities in the matter. The candidates should in their own interest arrange with the Post Office concerned for re-direction of the communications from their old to new addresses.

16. CANVASSING IN ANY FORM WILL DISQUALIFY A CANDIDATE.

17. The final selection of the candidates would be subject to their being found medically fit in the appropriate medical classification.

18. The decision of the Recruitment Board in all matters, relating to eligibility, acceptance or rejection of the application, issue of free Rail Passes, penalty for false information, mode of selection, conduct of examination and interview, allotment of examination centres, selection, allotment of posts to selected candidates, etc. will be final and binding on the candidates and no enquiry or correspondence will be entertained by the Recruitment Board in this connection.

RAILWAY RECRUITMENT BOARD, MADRAS

(APPLICATION TO BE SUBMITTED BY EX-SERVICEMEN CANDIDATES ONLY)

To
The Chairman,
Railway Recruitment Board,
Madras.

(For office use only)
Serial No.
Roll No.

I hereby apply for the recruitment to the Technical/Non-Technical posts in the Railways in response to E.N.No. 1/88-89.

(1) (a) Category No.
(b) Name of the post applied for
(Indicate the order of preference if applying for Cat.No.1)
i)
ii)
iii)
(Please paste your photograph (Passport size in Uniform))

(2) Personnel Number, Rank and Name

(3) Arm/Service

(4) Father's Name

(5) Dates of :
(a) Birth
(b) Enrolment
(c) Retirement/Discharge

(6) Reasons for Release/Discharge

(7) Medical Category

(8) Award of Decoration

(9) Home, District and State

(10) Present Address/Mailing Address

(11) Permanent Address

(12) Present profession/employment

(13) Qualification (Please attach attested copies of Mark Sheets)
Course Year Institution
Civil equivalent --
(a) Civil (Educational)
(b) Military (Educational)
(c) Military (Professional)

(14) Languages known
(a) Indian
(b) Foreign
Read Write Speak

(15) Character as assessed by Military authorities
Countersigned
(Applicable where applications are not made directly)

(16) Extra Curricular activities :
(a) Sports
(b) Literary
(c) Cultural/Art

(17) Details of Pay/Pension/Gratuity
(a) Last Basic Pay Drawn
(b) Total Emoluments
(c) Details of Pension/Gratuity

(18) Zilla Sainik Board/Employment Exchange (Registration No.)

(19) State whether you belong to SC/ST. If so, indicate the Sub-Caste. (Documentary proof to be enclosed)

(20) Choice of Examination Centre (Refer Para 5.2 of instructions)

(21) Nearest Railway Station

Date : Signature
Name & Address

RAILWAY RECRUITMENT BOARD, MADRAS

CALL LETTER FOR THE WRITTEN EXAMINATION

(THIS SHOULD BE FILLED IN BY ALL CANDIDATES AND SENT ALONGWITH THE APPLICATION FORM.)

Paste here a signed copy of your recent passport size Photograph (in Uniform in case of Ex-Servicemen)

- Employment Notice No.
- (1) Category No.
(ii) Name of the Post
- Name of the candidate
- Father's Name
- Postal Address

(TO BE FILLED IN BY THE RECRUITMENT BOARD'S OFFICE)

Your ROLL NO. is and this should be quoted for any future reference with the Board. You are requested to appear for the written examination at the place, date and time specified below :-

Place :
Date :
Time :

Your admission to the examination is subject to the particulars and statements furnished by you in the application form being true. In case you do not fulfil all the requirements prescribed in the Employment Notice, please ignore this call letter and do not appear in the written examination.

Your admission to the examination will be subject to your producing this Call Letter before the official in-charge of the examination centre.
Date :
for CHAIRMAN



